




# Asset Licensing Portal (ALP)

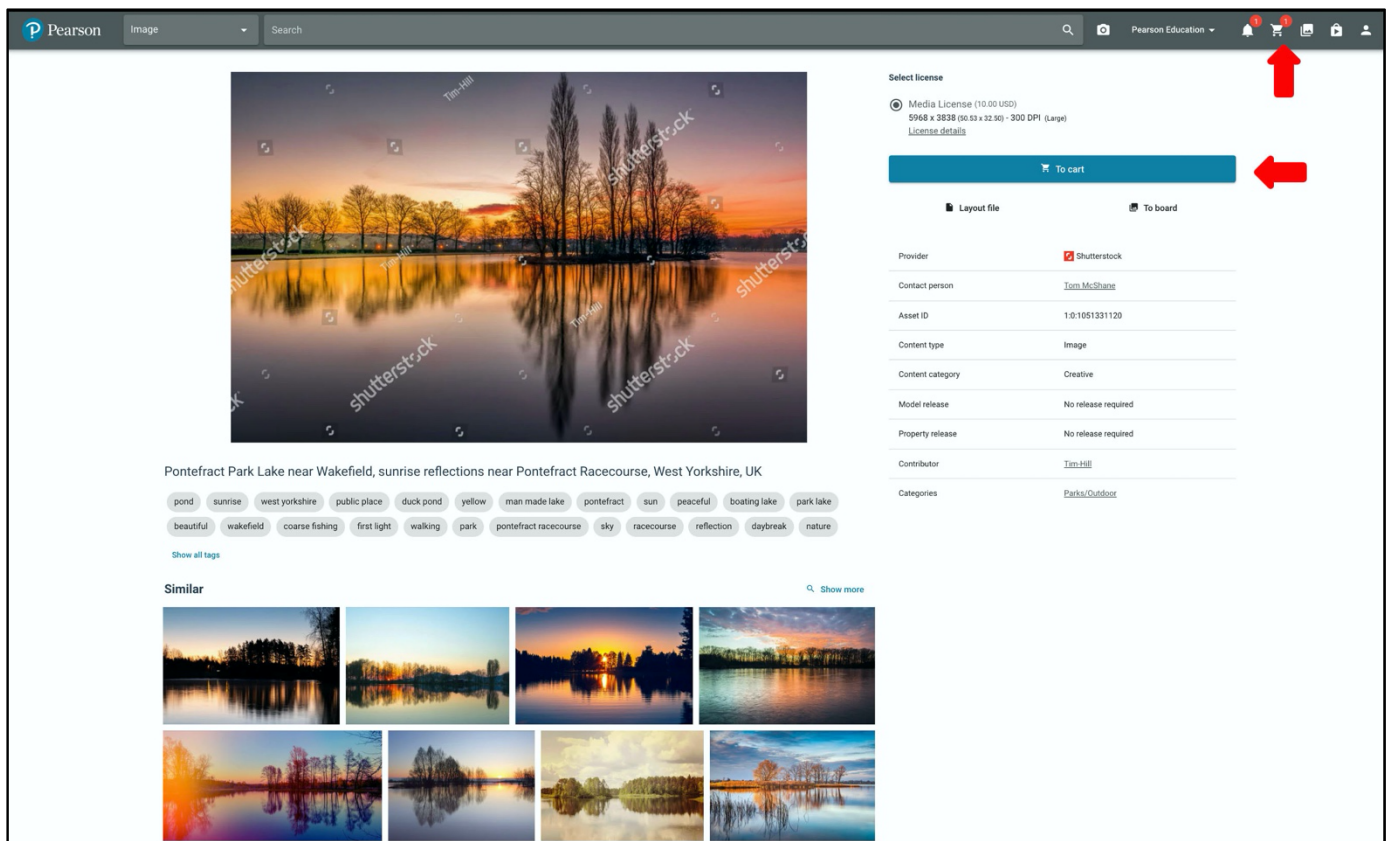
## Carts

To license assets from the *Asset Licensing Portal (ALP)*, end users need to add asset(s) to their cart. 

The cart is a checkout area displaying price, licensing information, and details about asset type. Depending on the *ALP* account status (an end user is either a *buyer* or *researcher*), the end user will see a *Checkout* button (*buyers*)  or an *Approval* button (*researchers*). 

## Adding Assets to a Cart

1. From the thumbnail display page, click on a thumbnail to open the *Asset Detail* preview




The screenshot displays the Asset Detail page for a landscape image. The main image shows a sunset over a lake with trees and their reflections. Below the image are tags: pond, sunrise, west yorkshire, public place, duck pond, yellow, man made lake, pontefract, sun, peaceful, boating lake, park lake, beautiful, wakefield, coarse fishing, first light, walking, park, pontefract racecourse, sky, racecourse, reflection, daybreak, nature. A 'Show all tags' link is also present. Below the tags is a 'Similar' section with a grid of eight smaller landscape images. On the right side, the 'Select license' section shows a 'Media License (10.00 USD)' option with details: 5968 x 3838 (50.53 x 22.96) - 300 DPI (Large). A 'To cart' button is highlighted with a red arrow. Below this is a table of asset details:

Provider	<input checked="" type="checkbox"/> Shutterstock
Contact person	<a href="#">Tom McShare</a>
Asset ID	1-0:1051331120
Content type	Image
Content category	Creative
Model release	No release required
Property release	No release required
Contributor	<a href="#">Tim Hill</a>
Categories	<a href="#">Parks/Outdoor</a>

2. Click the *To cart* button

 To cart

3. The asset is added to the cart and the count is updated (if there were zero assets in the cart, the count will change to 1; if there was already 1 asset in the cart, the count will change to 2, and so on)

4. Click on the *Cart* icon  in the menu bar to view the assets in the cart or start a new search by typing keywords in the search box

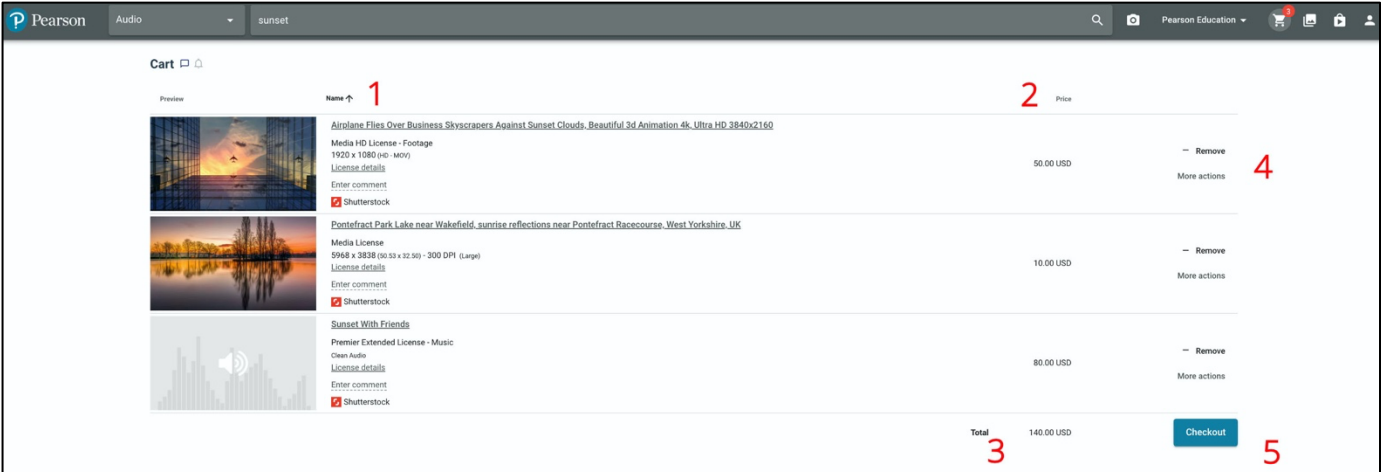
5. If starting a new search, repeat steps 1-4 to add additional assets to the cart

## Licensing Assets (Buyers)

6. Once all the chosen assets are ready to be licensed, the end user proceeds to *Cart* by clicking the *Cart* icon (as per step 4). This opens the *Checkout* page and displays summary information about the assets, price, total to be charged, plus options to remove assets or add comments

**Note:** *comments and notification functionality are also covered in the Boards PDF guide. Comments within a Cart relate to the approval process for researchers when they assign a buyer (the researcher and the buyer can talk to each other using the comment feature). The comments will be recorded to the transaction and will be visible in the transaction log.*

7. In *Cart*, end users are advised to review their chosen assets. Under the *Name* header (1 in the screenshot below), end users see the caption, license type, file type, a *License details* link, *Enter comment*, and the stock library source. The fee for each asset is displayed in the *Price* column (2) and the *Total* cost (3). End users can remove assets by clicking – *Remove* (4) or add the asset to a *Board* by selecting *More actions*



The screenshot shows the Pearson Education cart page. At the top, there is a navigation bar with the Pearson logo, 'Audio', a search bar containing 'sunset', and user account icons. The main content area is titled 'Cart' and contains a table of assets. The table has columns for 'Name' (with a red '1' next to the header), 'Price' (with a red '2' next to the header), and actions. The assets listed are:

Name	Price	Actions
<b>Airplane Flies Over Business Skyscrapers Against Sunset Clouds. Beautiful 3d Animation 4k. Ultra HD 3840x2160</b> Media HD License - Footage 1920 x 1080 (HD - 1409) <a href="#">License details</a> Enter comment Shutterstock	50.00 USD	Remove More actions
<b>Pontefract Park Lake near Wakefield, sunrise reflections near Pontefract Racecourse, West Yorkshire, UK</b> Media License 5968 x 3838 (50.53 x 32.58) - 300 DPI (Large) <a href="#">License details</a> Enter comment Shutterstock	10.00 USD	Remove More actions
<b>Sunset With Friends</b> Premier Extended License - Music Clean Audio <a href="#">License details</a> Enter comment Shutterstock	80.00 USD	Remove More actions
<b>Total</b>	140.00 USD	Checkout

Red numbers 1, 2, 3, 4, and 5 are overlaid on the screenshot to highlight specific elements: 1 points to the 'Name' header, 2 points to the 'Price' column, 3 points to the 'Total' row, 4 points to the 'Remove' and 'More actions' buttons, and 5 points to the 'Checkout' button.

**Note:** If the end user clicks the License details link, a new dialogue box opens. End users can view information about the assets, including Contract details, Release information and Metadata by selecting the relevant heading (see the screenshot below for reference).

Three screenshots of a license details dialog box for Shutterstock, showing different tabs: CONTRACT, RELEASE INFORMATION, and METADATA. Each tab is circled in red in its respective screenshot.

**Screenshot 1: CONTRACT Tab**

✓ This element can be licensed.

Shutterstock license for Pearson Education, Inc.

CONTRACT	RELEASE INFORMATION	METADATA
Provider	Shutterstock	
Contract	Media HD License - Footage	
Offering	HD Video	
License type	Royalty-Free (RF)	
License price	50.00 USD	
<a href="#">Shutterstock License Agreement</a>		

Close

**Screenshot 2: RELEASE INFORMATION Tab**

✓ This element can be licensed.

Shutterstock license for Pearson Education, Inc.

CONTRACT	RELEASE INFORMATION	METADATA
Model release	No release required	
Property release	No release required	

Close


**Screenshot 3: METADATA Tab**

✓ This element can be licensed.

Shutterstock license for Pearson Education, Inc.

CONTRACT	RELEASE INFORMATION	METADATA
Asset ID	1:1:1038291482	
Content type	Video	
Codec	MOV	
Content category	Creative	
Credit	lexaarts / www.shutterstock.com	
<b>Video details</b>		
Width	1920 Pixel	
Height	1080 Pixel	

Close

8. Once ready to proceed, the end user (*buyer*) clicks the *Checkout* button  (5) as highlighted in the screenshot from step 7

For *researchers*, the process is different from this point, as researchers need approval to continue. Go to page 5 if you see an *Approval* button instead of a *Checkout* button.

9. Clicking *Checkout* opens the *Fill purchase form*. The form is mandatory and is used to record usage for tracking/reporting purposes. Enter the required information and click Continue

Continue

**Note:** end users should consult with their Pearson colleagues/line managers if unsure how to fill out the form.

### Fill purchase form

Please confirm how you intend to use your selected asset(s) by completing the following usage form.

You should only purchase original asset(s) if you intend to use the asset(s) in a final product. Please do not download original asset(s) for sample/selection/mock-up purposes (use Lo-Res instead), and do not re-download if you are experiencing technical issues. For further information, contact [assetlibrarysupport@pearson.com](mailto:assetlibrarysupport@pearson.com).

Business division Virtual Learning	Sub-Division Virtual Schools
Distribution territory Global	Country of publication United Kingdom
Project reference ID 978123456789	Project title Maths Grade 9 Student Book
Asset placement Digital and Print	

Please tick to confirm you agree to our [Terms and Conditions](#). Thank you!

Continue Cancel

10. A *Checkout* dialogue box opens, designed to make sure that the end user wants to proceed with the licensing of the assets. At this stage, the process can still be cancelled by selecting the *Cancel* option

11. Select *License now* to license/download the assets



### Checkout

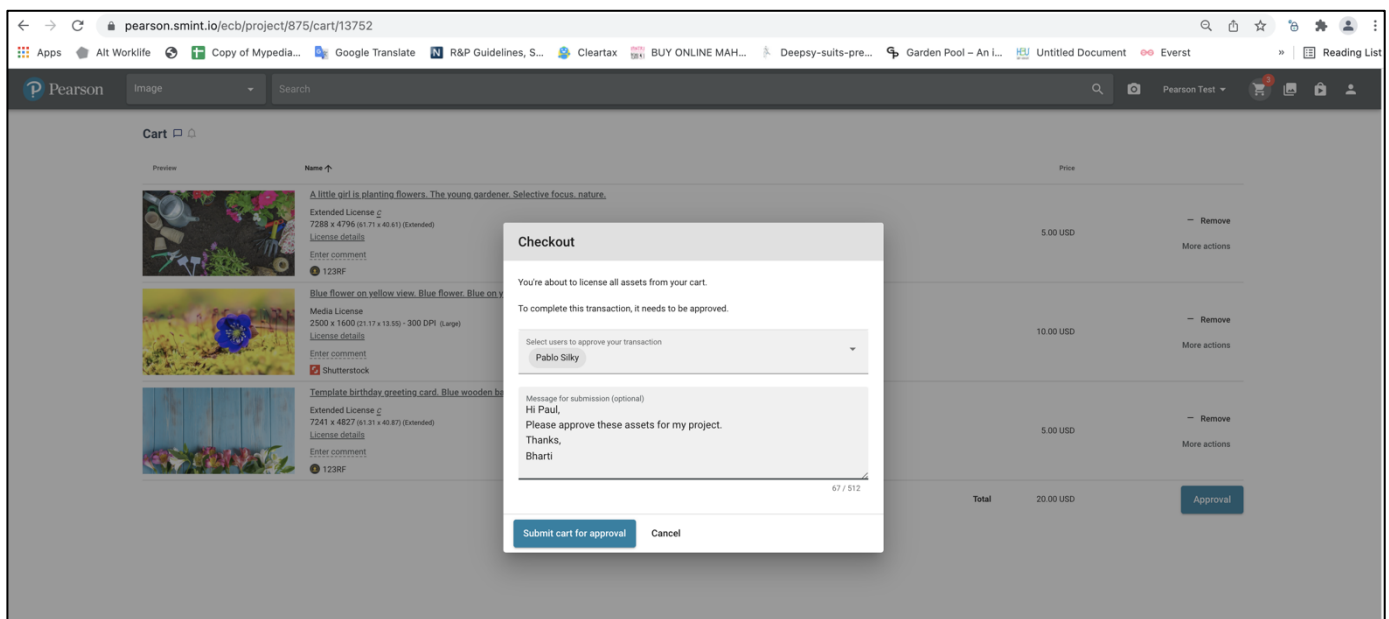
You're about to license all assets from your cart.

Your account will be charged **140.00 USD**

License now Cancel


## Licensing Assets (Researchers)

1. Instead of a *Checkout* button, end users without permission to directly license assets (called researchers) must assign a *buyer* to approve the request. To do this, the end user clicks the *Approval* button 
2. Clicking *Approval* opens the *Fill purchase form*, as per step 9 in the previous section. Refer to step 9 (page 4) for details before clicking *Continue* 
3. Clicking *Continue* opens a *Checkout dialogue box*



4. Researchers are required to assign a designated buyer from a list

**Note:** Usually, the buyer will be a Pearson team colleague or Pearson contact. The listed buyers are all part of the same ALP user group/Smint.io 'project', e.g., Pearson India, as the researcher filling out the form.

5. Type the name or email address of the buyer and click the checkbox beside the name. This activates the *Submit cart for approval* button 

**Note:** if the buyer isn't listed, please contact [assetlibrarysupport@pearson.com](mailto:assetlibrarysupport@pearson.com).

6. Add a message (optional) informing the buyer what the request is in relation to (the conversation can also continue with the buyer using the comments feature once the order has been submitted)
7. Click the *Submit cart for approval* button

## Licensing Assets (Buyer Approval/Rejection End Process)

- The *buyer* (assigned to approve the request by the end user *researcher*) receives an email notification from Smint.io <[noreply@smint.io](mailto:noreply@smint.io)>

On Dec 1, 2021, at 1:14 PM, [Smint.io <noreply@smint.io>](mailto:noreply@smint.io) wrote:



### Bharti Kalra submitted a cart for approval!

Bharti Kalra submitted a cart for approval. Please click the *View Cart* button below to view the cart!

Bharti Kalra added a message to the submission: *Hi Paul, Please approve these assets for my project. Thanks, Bharti*

[View Cart](#)

If you do not feel responsible to handle that request, you can simply ignore this email. However, please be aware that Bharti Kalra is waiting for your decision and may be blocked performing further work if no one else is taking care about this request. If you have questions, please get in touch with us at [support@smint.io](mailto:support@smint.io).

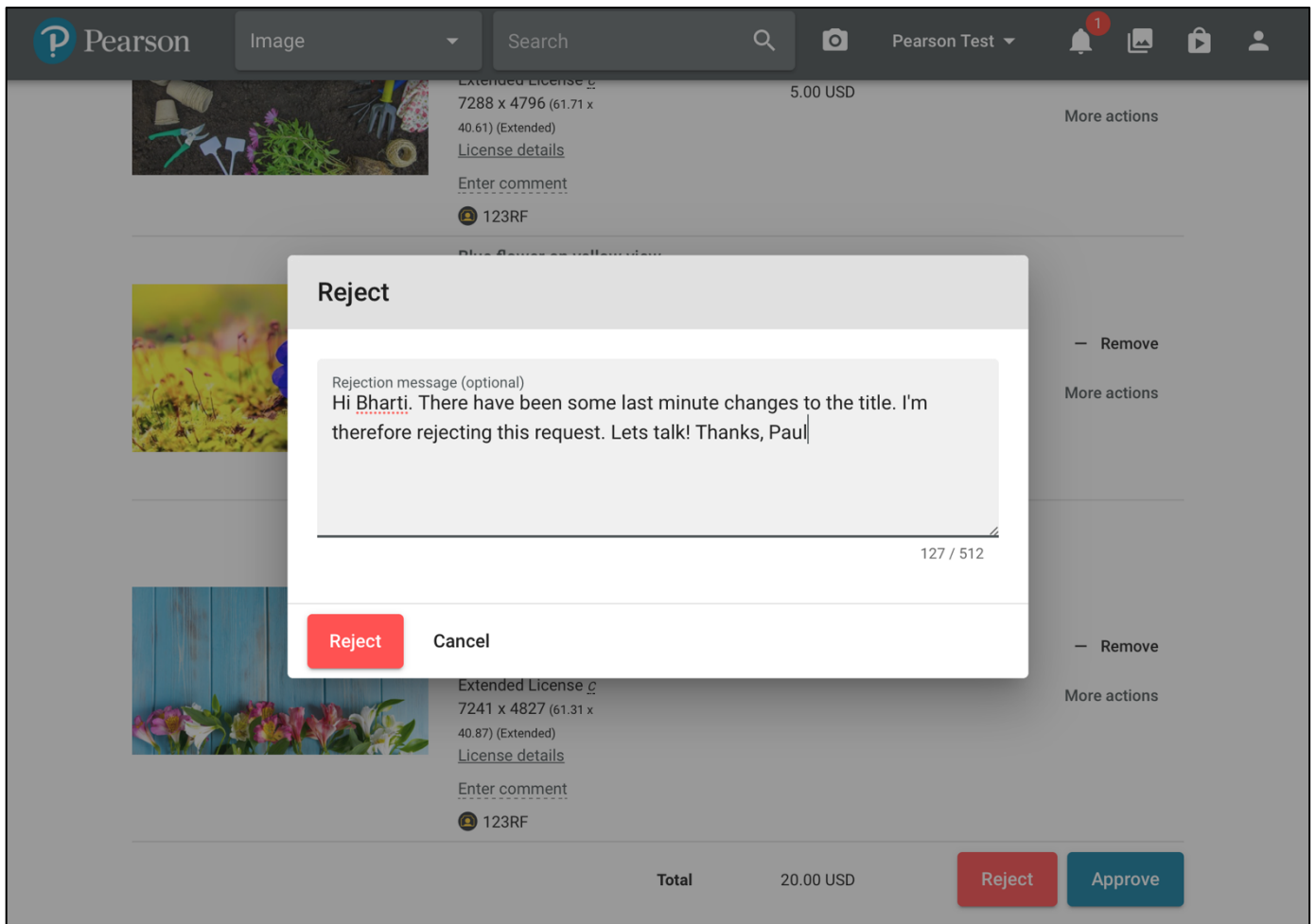
Your Pearson Education Asset Licensing Portal team

Powered by [Smint.io](https://smint.io)

Get in touch: [support@smint.io](mailto:support@smint.io)

- Click the *View Cart* button in the email

10. Review the asset(s) in the cart and *Approve* or *Reject* the request (if rejecting the request, the buyer can add an optional message as in the example below)



Selecting *Approve* generates an automated email to the end user informing the recipient that the cart of assets has been approved and licensed!

## Licensing Assets (Researcher Approval/Rejection End Process)

11. The end user (*researcher*) who submitted the request (step 7) receives a summary email (see Fig.1 below) confirming that the request has been rejected (if the buyer rejected the request), with the message (if added), and the option to click *View Project* (taking the end user back to the ALP homepage to begin a new search). The assets have not been licensed
12. If the request has been approved, the end user (*researcher*) receives a summary email (see Fig.2 below) confirming that the request has been approved and licensed
13. Click *View Cart* in the approval email

14. The end user is taken to the *ALP Transactions Overview* page (see Fig.3 below) where the assets can be downloaded, either by clicking the *Download* button (1) located above the thumbnails or individually by selecting the *Download* buttons at the side (2, 3)

Fig.1 Rejection email

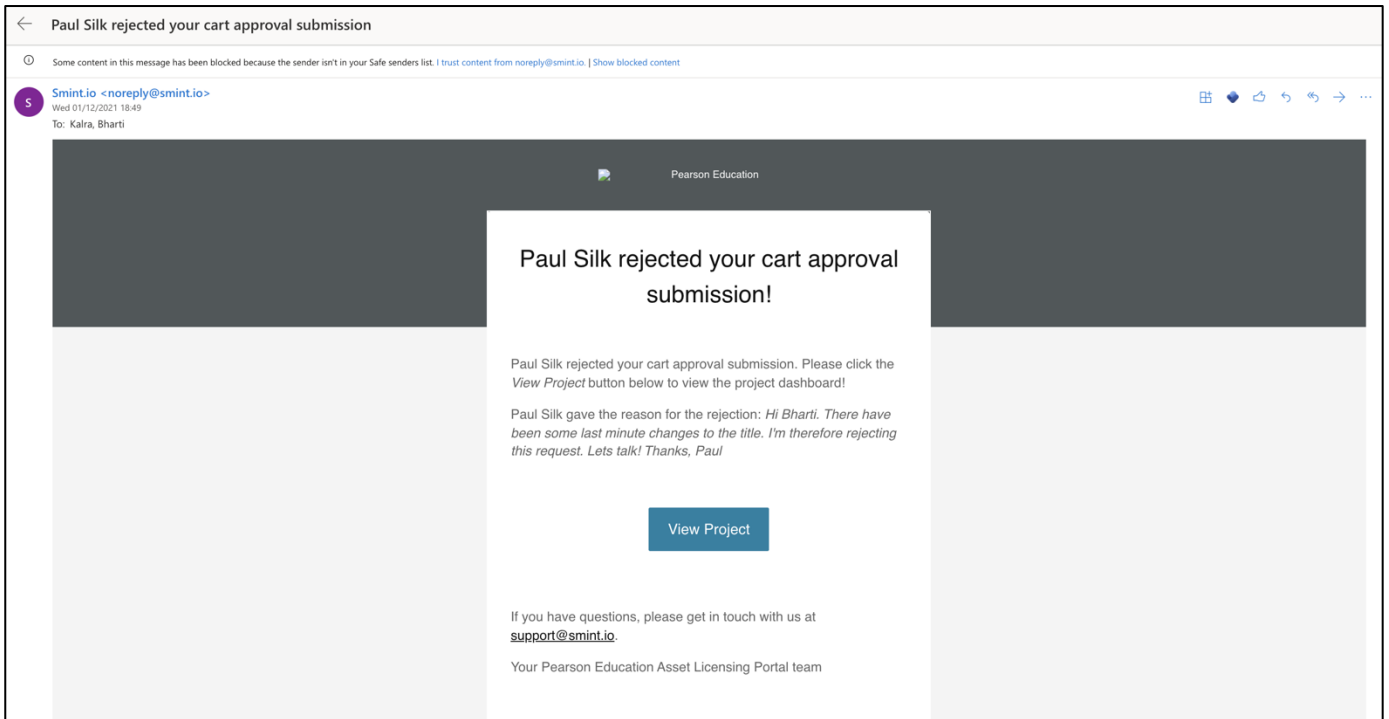


Fig.2 Approval email

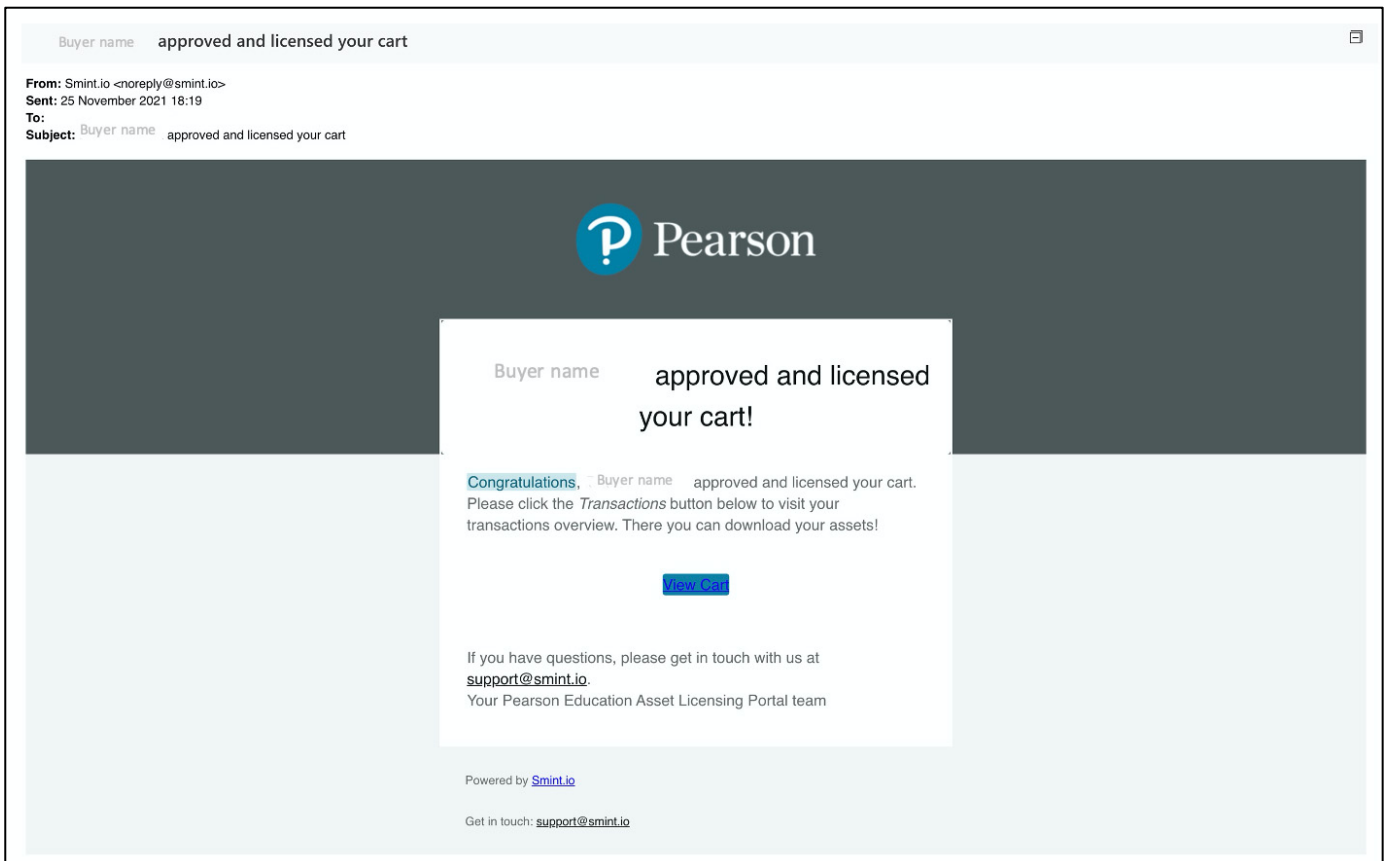




Fig.3 ALP Transactions Overview Page/Downloads

The screenshot displays the Pearson ALP Transactions Overview Page. At the top, the Pearson logo and navigation options are visible. The main heading is "Cart licensed by Swati Chauhan for Nidhi Sharma". Below this, a summary table provides key transaction details:

State	Completed	Price	15.00 USD
Date	25.11.2021 12:06	Items	2
Licensed on behalf of	Nidhi Sharma		
Comment	ABC test		

A "Download" button is present below the summary, marked with a red "1". To the right, a "Licensed at" dropdown menu is shown. Below the summary, a table lists the assets in the cart:

Preview	Asset details	Transaction details	Price	Download
	<p>Road trip. Happy young man have fun travel inside car at sunset. Summer vacation concept with driver</p> <p>Extended License (5.00 USD) 7241 x 4827 (61.31 x 40.87) (Extended) <a href="#">License details</a> 123RF</p>	Completed	5.00 USD	<a href="#">Download</a> 2
	<p>Pune, India - January 26, 2020: Construction of viaduct with steel Launching Girder is in progress for Pune Metro Rail Project. The work is progressing very fast with modern construction techniques.</p> <p>Media License (10.00 USD) 5781 x 3854 (48.95 x 32.63) - 300 DPI (Large) <a href="#">License details</a> Shutterstock</p>	Completed	10.00 USD	<a href="#">Download</a> 3

For additional questions, please refer to the *FAQ/Buyer/Researcher PDFs* on the ALP help page at <https://assetmanagement.pearson.com/dam.html> or contact [assetlibrarysupport@pearson.com](mailto:assetlibrarysupport@pearson.com).